



OPERATIONAL GUIDELINE

EoI for CSOs to implement CivActs Model to Strengthen Accountability and Governance in Madhesh, Karnali and Sudurpaschim

Issued Date : 13th February, 2025

Introduction

This Operational Guideline provides a framework and outline for the application process, selection criteria, and other important guidelines for CSOs seeking this grant.

This grant is issued as part of the broader *ACCESS* project, where ALN serves as a consortium partner responsible for implementing its CivActs Model in 12 local units in Madhesh, Sudurpaschim, and Karnali Provinces. Under this arrangement, ALN is providing financial and technical support to local CSOs in the above-mentioned provinces to enable them to effectively implement the activities under the CivActs Model framework and ultimately supporting the *ACCESS* project's goals.

The *ACCESS* project is working to accelerate the civil society's role in securing education for all, and to empower civil society actors to be effective drivers of inclusive education and SESP implementation and monitoring at the local level.

Note : This call is only applicable for CSOs from the NCE and NDWA network who have been selected to participate in the ACCESS project.

ALN will fully manage and administer this grant. It will hold full authority over all grant-related decisions, including application evaluation, selection, funding allocation, implementation oversight, and compliance monitoring. All aspects of the grant process, including financial disbursement, reporting requirements, and capacity-building support, will be determined at our sole discretion to ensure alignment with the CivActs Model and overarching program objectives.

About the CivActs Model

The Civic Action Teams (CivActs) are a pioneering citizen feedback, dialogue and community voice platform to ensure accountability in the development process. CivActs have now collected critical information from hundreds of communities across Nepal, Pakistan, Liberia and Mali, solving daily problems for citizens and closing the loop on challenges related to everything from migration, to human trafficking, to natural resource management and security issues. In summary, the CivActs Model fosters participatory governance, strengthens accountability, and ensures informed decision-making by amplifying community voices. Read [more about it here](#).

As part of the ACCESS project, funded by the European Commission, ALN’s CivActs Model is complementing the consortium partner’s efforts by empowering the communities and the local government while ensuring accountability of the plans, policies and practices around education in 12 local units in Madhesh, Sudurpaschim, and Karnali Provinces. See Annex 1 for the details on 12 local units.

Application Process:

- **Terms of Reference (TOR) Development:** ALN will draft terms of reference (TOR) outlining the grant's focus, duration, implementation process, and key evaluation criteria.
- **Call for Expression of Interest (EOI) from Local CSOs:** An EOI will be published on an ALN’s social media with a 14-days notice period. ALN will also map potential grassroots organizations with the support of consortium partners and circulate the call via email.
- **Virtual Information Session:** ALN will also host an online information session to inform potential applicants about the grant and its application process. Details about the information session will be included in the EoI and shared across social media platforms. The session will address any queries from prospective applicants.

Selection Process

ALN will screen the received application in three phases.

- **Phase I:** In this initial stage, incomplete applications or those missing required documents will be disqualified. To be eligible to advance for second phase, applicants must fulfill following key document requirements,
 - Fully filled application written in English or Nepali (See the EoI)
 - Organization Registration
 - Copy of financial audit report of the last two years (if applicable)
 - PAN registration certificate
- **Phase II:** During this phase, the project team will evaluate and rank applications based on the provided evaluation criteria (detailed below) to advance to the next level.

Components	Weight
Quality of the proposal	10
Past Experience and Capacity in Project Implementation	40
Clarity of goals, understanding of the context, and implementation strategies	40
Approach to Equity, Inclusion and Community Engagement	10

- **Phase III:** ALN will then select and officially announce the selected CSO through email.

Streamlining the CivActs Activities

ALN will work closely with the selected CSOs to adjust or streamline their proposed activities with other major plans and activities of the consortium partners of the ACCESS project.

Awarding the Grant

The priority of the grant will be to ensure reach to 12 municipalities mentioned in the (Annex 1) of this document. ALN reserves the right to select a maximum of 1 CSO per municipality leading to selecting 12 CSOs, or will select fewer CSOs based on the relevancy and capacity of the CSO candidates if required. Following the selection, ALN will enter into agreements with selected local CSOs.

Budget Allocation

The grant will be disbursed in two installments: 50% as an advance, with the remaining 50% released later. The second installment will be provided based on work output quality, progress, reporting and compliance, and the alignment with the approved work plan and budget. The balance from the first installment will be deducted before releasing the second installment. Budgets for CSOs will be directly transferred to their bank accounts by ALN.

Monitoring and Evaluation

- **Reflection Meeting:** Monthly meetings will be conducted to review the progress of CSOs' work, discussing challenges, impacts, and success stories.
- **Reporting:** CSOs will submit narrative and financial reports every three months, along with a final report at the project's conclusion. ALN will provide a standardized report template to ensure consistency from all CSOs.
- **Indicators:** ALN, in partnership with CSOs, will establish an indicator matrix during orientation. CSOs will update progress on these indicators in their quarterly reports.

Action Plan

Application Open	13th February 2025
Virtual Information Session	17th February 2025
Application Close	27th February 2025
Notify the CSOs	2nd March 2025
Introductory Call	March 2025

Monthly Meet-Ups	Each Month
Project Closure	October 2025
Final Reporting	15th November 2025

Annex 1

12 local government units where this project is applicable

Province	District	Local Government
Karnali	SURKHET	Simta Rural Municipality
	SURKHET	Barahtal Rural Municipality
	SURKHET	Chaukune Rural Municipality
	DAILEKH	Dungeshwor Rural Municipality
Madhesh	SIRAHA	Kalyanpur Municipality
	SIRAHA	Siraha Municipality
	DHANUSA	Bateshwor Rural Municipality
	DHANUSA	Mukhiyapatti Musaharniya Rural Municipality
Sudurpaschim	KAILALI	Mohanyal Rural Municipality
	KAILALI	Bhajani Municipality
	DOTI	Badikedar Rural Municipality
	KAILALI	Kailari Rural Municipality